



The Commonwealth of Massachusetts
Office of Public Safety and Inspections
Board of Building Regulations and Standards
1000 Washington Street, Suite 710
Boston, Massachusetts 02118

Phone (617) 727-3200

Fax (617) 248-0813

www.mass.gov/dpl/opsi

M E M O R A N D U M

TO: All City and Town Clerks
FROM: Robert Anderson, Chief of Inspections
DATE: By April 1 of every year
RE: Building Official Database Update

As part of its yearly procedures, the Board of Building Regulations and Standards requires that each city and town submit a list of its currently employed building officials. On the enclosed form please indicate only the current building inspectors. When a building official retires, or is no longer affiliated with a city or town, they are still required to maintain their certification requirements. Please sign and date the document on the appropriate line and return the completed form via email to Kimberly.spencer@mass.gov

Please remember that each city/town has **ONE** Inspector of Buildings/Building Commissioner, who is the top level official in the department. All other inspectors, regardless of title, are defined as Local Inspectors according to MGL c 143 § 3.

MGL c 143 § 3 states that **Building Commissioner or Inspector of Buildings:** "...shall have had at least five (5) years of experience in the supervision of building construction or design or in the alternative a four year undergraduate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the board. In addition, such persons shall have a general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure; plus whatever other requirements of experience and knowledge that are deemed necessary by the municipality."

Local Inspector: "...shall have had at least five (5) years of experience in the supervision of building construction or design in the alternative a two year associate degree in a field related to building construction or design or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the board. In addition, such person shall have a general knowledge of the accepted requirements for building construction, fire prevention, light ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort, and convenience of the occupants of a building or structure; plus whatever other requirements of experience and knowledge that are deemed necessary by the municipality."

Thank you in advance for providing this very important information.

**OFFICE OF PUBLIC SAFETY and INSPECTIONS
BOARD OF BUILDING REGULATIONS AND STANDARDS**

S\bbbs\buildingofficials

NAME OF MUNICIPALITY: _____

BUILDING DEPARTMENT TELEPHONE NO.: _____ **FAX NO.:** _____

BUILDING DEPARTMENT MAILING ADDRESS: _____

EMERGENCY CONTACT CELL PHONE NUMBER FOR BUILDING DEPARTMENT: _____

Please include ONLY those persons working in the Building Department as either – Inspector of Buildings/Building Commissioner, or Local Inspector. DO NOT include plumbing, wiring, gas or alternate building inspectors.

NAME OF ALL BUILDING OFFICIALS	TITLE Inspector of Buildings/Building Commissioner, Local Inspector	Part Time	Full Time	Is the Inspector Certified as Required by MGL c 143 § 3	Date of Original Appointment	Term of Appointment

Completed By: _____
City/Town Clerk

Date: _____

Please email form to: Kimberly.Spencer@mass.gov
Or by mail: Office of Public Safety and Inspections . Attn: Kimberly Spencer . 1000 Washington Street – Suite 710 . Boston, MA . 02118
617-826-5224 p • 617-248-0813 f